

**CITY OF SUNNYVALE**

Rev/Est		12/5/89	
Job Code	0320	Rep	MGNT
EEOC Category	Official and Administrator		

**ASSISTANT TO THE CITY MANAGER****DEFINITION**

Under general direction of the Assistant City Manager, oversees and performs a variety of complex administrative activities in the Office of the City Manager; conducts research and analysis related to financial, administrative and organizational issues and makes recommendations for action; participates in City-wide policy and budget development and implementation; assigns, directs and reviews the work of professional, technical, and clerical staff; acts as the Assistant City Manager in his/her absence; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a single-position classification responsible for performing a variety of assignments within the Office of the City Manager, including the administration of City-wide programs and special projects. The incumbent has wide latitude in the exercise of independent judgment in order to complete assignments and projects. This position is distinguished from lower-level management positions in the Office of the City Manager in that the former acts as the assistant department head for the Office of the City Manager and is responsible for a greater variety of administrative assignments. This position is distinguished from the Assistant City Manager in that the latter acts as the administrative department head of the Office of the City Manager.

**TYPICAL DUTIES** *(May include, but are not limited to, the following)*

- Provides administrative and management support within the Office of the City Manager; manages, administers, supervises and evaluates performance of assigned programs and projects.
- Assists in the development and implementation of Citywide goals, objectives, policies, and procedures; conducts managerial and organizational reviews and studies of departmental structure, facilities, and productivity; plans, organizes, and coordinates complex studies related to Citywide initiatives and activities; assists with sensitive or confidential negotiations for services or contracts; analyzes current and historical trends; identifies issues and concerns, evaluates alternative courses of action, makes recommendations, and implements solutions.
- Maintains liaison with representatives of various City departments. serves as project manager providing administrative coordination, leadership, planning, and management support for various Citywide activities; leads interdepartmental teams on short-term and long-term projects; develops and conducts interdepartmental training sessions.

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- Represents the City and the City Manager at meetings, conferences, and on various committees and commissions; attends public and community meetings and gatherings, professional meetings and conferences, and City Council, board, and commission meetings.
- Confers with representatives of other governmental agencies, community groups, boards and commissions, vendors and others; provides technical assistance to others on administrative and analytical matters.
- Oversees and administers special projects, as assigned by the Assistant City Manager, including those involving sensitive issues of critical importance to top City management.
- Assists in budget preparation and administration.
- Plans, directs, supervises and assigns work to professional and support staff on a project or day-to-day basis; trains, and evaluates the work of, staff.
- Prepares and presents reports at public hearings and Council meetings.
- Reviews and edits reports to Council from various City Departments; maintains accurate records and files.
- Acts as the Assistant City Manager in his/her absence.
- May coordinate implementation of various components of the City's Planning and Management Systems.
- May perform a variety of routine administrative tasks in support of the Assistant City Manager and City Manager.

### **MINIMUM QUALIFICATIONS**

Education and Experience: Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, political science or a related field, and five years of increasingly responsible professional level experience performing policy and/or program analysis, including two years of experience in a management level position in a public agency. A Master's degree in a related field of study is desirable.

### **Other Requirements:**

Maintenance of a valid California driver's license and satisfactory driving record is required.

### **Knowledge, Skills and Abilities**

#### **Knowledge of:**

- Principles and practices of public administration and methods of budget development and administration.
- Principles and practices of administrative, organizational, financial and procedural analysis.
- Applicable laws and regulations.
- Principles and practices of supervision, training, and staff development.

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- Computer applications related to information storage and retrieval, document imaging, statistical analysis, and electronic document and records management.
- Structure and content of the English language, including spelling, punctuation, grammar and rules of composition.

### Skill in:

- Managing projects including effective strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
- Planning and organizing work; assigning, directing, reviewing and evaluating staff and activities on a project or day-to-day basis.
- Analyzing and interpreting complex documents, administrative procedures and regulations, and legal requirements; evaluating alternatives and identifying effective solutions.
- Developing policies, procedures and internal controls.
- Planning and conducting training as necessary for assigned and other City staff.
- Representing the City effectively in meetings with governmental agencies, community groups, boards and commissions, and the public.
- Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form; interpreting and applying laws, regulations, policies and procedures.
- Preparing clear, concise and complete documentation, reports and correspondence.
- Preparing and presenting organized and accurate written and oral reports.

### Ability to:

- Communicate effectively with staff, elected officials, lobbyists, legislators, and other government officials; communicate technical information including complex rules, regulations, legislation, and laws in a manner that is appropriate for the intended audience.
- Exercise sound judgment within established guidelines.
- Establish and maintain effective working relationships with City staff, City Council, public and private entities, and the public.
- Make effective presentations using a variety of presentation techniques and methods.
- Understand questions and provide information and materials as required and in accordance with applicable laws.
- Work effectively in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously.
- Interpret and apply established City policies, procedures and codes; interpret and apply federal and state legislation and court rulings.
- Develop and administer program budgets.
- Apply mathematical reasoning and choose the appropriate mathematical or statistical technique to solve practical problems.
- Willingness to work beyond normal business hours, including nights, weekends and holidays, as necessary.

Environmental and Physical Factors:

The work of this position is routinely performed in an office environment. Incumbents are required to use a multi-line telephone, computer, copy machine, fax machine, scanner and other business machines, including calculators. The position requires the incumbent to be seated for prolonged periods of time, such as in Council meetings and other meetings. Repetitive hand movement and fine coordination are needed when using a computer keyboard. Near and far vision are required when using a computer and making presentations. The ability to lift items weighing up to 25 pounds, such as boxes of files and office equipment, is required. This position routinely communicates with City staff, elected officials, the public, private industries, consultants and other government agencies, both in person and over the phone, which requires acute hearing. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.